



Championing a dynamic community that celebrates all of us

DIVERSITY
RICHMOND

Formerly the Richmond Gay
Community Foundation and the Gay
Community Center of Richmond

804-622-4646
1407 Sherwood Avenue
Richmond, VA 23220
DiversityRichmond.org

Position: Development Manager (Full-Time)
Reports to: Executive Director
Location: Diversity Richmond
Richmond, Virginia

ORGANIZATION

Diversity Richmond is a nonprofit organization serving the LGBTQ+ community of Central Virginia since 1999. Our mission is to be a catalyst, a voice, a place, and a resource that enriches and champions our diverse community. We serve as a community hub connecting with people and partners through programs, advocacy, and safe space to make Central Virginia more welcoming and inclusive. Our programs help people in crisis, lift up diverse voices, and give back through grantmaking. We produce the annual Pridefest that brings thousands of people together and we operate the only non-profit LGBTQ+ art gallery in the south. Our facility and event space is used for recovery groups, community meetings, parties, and community celebrations. Our work is supported by the community through Diversity Thrift, Richmond's favorite thrift store.

JOB SUMMARY

Diversity Richmond is seeking a full-time Development Manager to join the Center Staff team. The position will be responsible for managing the development efforts to raise funds that support the organization's mission. The Development Manager will strategize fundraising initiatives, coordinate annual giving campaigns, and maintain a donor database. A key aspect of this position is to build relationships with individuals, institutions, and foundations to help increase donations that support the organization's mission and to support the Executive Director and Board Member's efforts in philanthropy.

The position reports to the Executive Director and works collaboratively with the Center Staff team. This role is best suited for a professional with an interest in building relationships to connect people with giving opportunities that advance the work of Diversity Richmond. This position calls for a professional who is a self-starter who is creative, innovative, and collaborative.

PRIMARY RESPONSIBILITIES

- Co-develop a fundraising plan in collaboration with the Executive Director and the Board Financial Development Committee with clear goals, timelines, and benchmarks
- Strategize and design online giving campaigns
- Execute a strong annual fund program
- Utilize donor database software system to track donor data, gift amounts, and contact information
- Creation of timely acknowledgments for all contributions to the organization
- Targeted donor stewardship
- Support for the Executive Director to manage a Major Gifts portfolio

- Co-create and manage organization's fundraising budget
- Create, document, and maintain fundraising policies and procedures
- Collaborate with staff and internal stakeholders to plan events and communications to increase donor engagement
- Build and sustain excellent relationships at multiple levels with varied constituencies

QUALIFICATIONS & EXPERIENCE

- Proven track record in managing development efforts
- Excellent customer service and organizational skills
- Ability to communicate effectively, both verbally and in writing
- Experience with fundraising and donor database software
- Must be flexible, reliable, a self-starter, able to work effectively in a team, and able to handle a variety of tasks
- Ability to value and maintain privacy and confidentiality of public data and personal information.
- Event planning experience
- Ability to analyze problems and determine workable solutions
- Service-oriented style with professional presentation skills
- A team player with leadership skills
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, sexual orientation, gender identity, and ethnic backgrounds
- High School diploma or GED required plus 3 years of relevant experience; Bachelor's Degree preferred.

LOCATION & SCHEDULE

- Diversity Richmond is a hybrid work organization. Center Staff are in the office a majority of the time with some remote work
- This is a full-time, salaried position, that offers semi-flexible scheduling as needed
- Ability to maintain a flexible schedule including occasional evenings/weekends is required
- Some travel and expectation to work extended hours and maintain availability when away from the office as needed

COMPENSATION

- Full time, exempt, 40 hours per week
- Salary Range: \$60,000 to \$65,000
- Medical, dental, and vision benefits available
- Paid time off beginning at two weeks (10 days) and holidays
- Annual professional development opportunities

HOW TO APPLY

Qualified candidates can apply for this position by submitting a resume, cover letter, and salary expectations by email to jobs@diversityrichmond.org. Please include the name of the position you are applying for in the email subject line. The position is open until filled. No phone calls, please.

This job profile in no way states or implies that these are the only duties to be performed by the job holder. The holder of this position will be required to follow any other instructions or perform other duties as requested by their supervisor. This is not meant to be an exhaustive list of job duties. Essential elements may change if and when necessary.

It is the policy of Diversity Richmond to provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other aspects of employment.

At Diversity Richmond we believe that diversity is a strength and that services for LGBTQ+ people need to be relevant and responsive to the needs of those most marginalized in our communities. Therefore, we strongly encourage applications from people with marginalized identities. Diversity Richmond conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks